

Indiana State Department of Health Children and Hoosiers Immunization Registry Program - Quick Reference Guide

How to Report Duplicate Patients in CHIRP

Why Should I Report Duplicate Patients?

Reporting duplicate patients found in CHIRP helps to improve the accuracy and completeness of patient vaccination records. When you search for patients in CHIRP, you may see patients with similar names and birth dates. If you think they are the same patient, you can report the possible duplicates in the CHIRP.

How Can I Report Duplicate Patients?

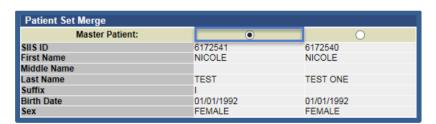
1. If you identify possible duplicate patients in the **Patient Search Results**, click on the **Report Duplicates** button.



- 2. On the Report Duplicate Patients screen:
 - A. Click the checkbox next to the possible duplicate patients.
 - B. Select a **reason for deduplication** from the drop down box at the top of the screen.
 - C. Click the **Report Duplicates** button.



3. Mark the record you think should be primary (Master) for the patient using the radio button above the patient's name.









Tip: Usually the most complete record, the one with the most updated information (i.e. current address), or the one with the correct spelling of the patient's name should be marked as the master record

4. Type any additional notes about why you think the patients are duplicates in the text box and click the **Merge** button.



5. ISDH reviews user-reported duplicates daily and usually merges the records within 24 hours

Questions? Please Contact the CHIRP Help Desk at 1-888-227-4429 or email chirp@isdh.in.gov

